
CHANGE OF ADDRESS

Debtor change of address:

- ◆ May be filed electronically, however only court personnel may modify person record. Please use the [Change of Address form](#) located on our web site to notify the Court of the debtor's change of address.

Creditor change of address:

- ◆ Often changed via the submission of a Proof of Claim or Notice of Appearance, which requires no action other than filing the claim or Notice.

Attorney change of address:

- ◆ Attorneys registered for CM/ECF may update their postal and email addresses via the [Maintain Your CM/ECF Account](#) utility.
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Debtor's change of Address ONLY:

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Change of Address** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- ☛ *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*
- STEP 7** Upload PDF file; click [NEXT]


STEP 8.a Enter the name(s) of the party whose address has changed

STEP 8.b Enter the party's former address

STEP 8.c Enter the party's new address, click [NEXT]

STEP 9 Confirm case name and number; click [NEXT]

STEP 10 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Change of Address for Beechnut, Inc. From: 1004 Chestnut Street,
Lawrenceville, NJ To: 100 Market Street, Trenton, NJ filed by John Hughes
on behalf of Beachnut Inc. (Hughes, John)**

STEP 11 Notice of Electronic Filing displays